

## CHAPTER 13

### GRANT CLOSE-OUT

#### I. **INTRODUCTION.**

Grant closeout is the final activity of your State CDBG grant except for continued accounting for, and reporting of, program income (see Chapter 14). This chapter discusses how to close out your grant.

#### II. **GRANTEE RESPONSIBILITIES.**

Within 30 days after your contract expires, the final FAR must be submitted to the Department. The final cash request is due 45 days after grant expiration. The final Grantee Performance Report (GPR), Closeout Report, and any unused grant funds you have on hand are due within 90 days of contract expiration. Late submission of the closeout documentation may directly affect rating in future applications and, potentially, the ability to apply for CDBG funds. *Grantee Performance Reports are not required for Planning and Technical Assistance Grants.*

If your contract has been completed or terminated early for any reason, consult with the Department as to what closing documents are required.

This section discusses the following items:

- A. Final Grantee Performance Report (GPR)
- B. Final Quarterly Financial & Accomplishment Report (FAR)
- C. Closeout Certification Letter
- D. Final Cash Request
- E. Unused funds
- F. Audit, final product, other documents

#### A. **Final Grantee Performance Report (GPR).**

This form is required for all General/Native American, Economic Development, and Colonias grants, but is not required for P/TA grants. Complete the GPR forms for the final period from July 1 to the contract expiration date. Enter the data as requested on the form (see Chapter 10 for GPR form). Submit an original of the report (no extra copies are needed) to the Department at:

Department of Housing and Community Development  
Division of Community Affairs/State CDBG Program  
Attn: Fiscal Unit  
2710 Gateway Oaks Drive  
North Building, Suite 190  
Sacramento, California 95833

**B. Final Quarterly Financial & Accomplishment Report (FAR).**

The final FAR is due with 30 days after the expiration of the grant. Complete a final quarterly Financial & Accomplishment Report (see Chapter 9 for FAR form). The period covered will be from the date of the last FAR submitted to the grant expiration date or the date when all grant funds, leverage, and cash match (P/TA grants) were fully expended, if earlier than the grant expiration date. The expenditures reported on the final FAR must agree with the amounts reported on the other closeout documents. Submit an original and one copy to the Department at the address in A., above.

**C. Closeout Report**

The closeout report is due within 90 days after the expiration of the grant. Complete the entire FAR report (found at the end of Chapter 9) and check the Closeout Report Box to indicate that this FAR is to be used as the Closeout Report. Make sure the Closeout Report summarizes your CDBG expenditures by activity. Compute your grant balance and determine if any excess grant payments are on hand (see item D. below). Attach a completed Closeout Certification letter (found at the end of Chapter 9 as Attachment B) to the Closeout Report. List any property acquisitions made with CDBG funds and the property's total cost. Have an authorized representative sign the closeout certification, allowing grant closeout pending the resolution of any audit findings. Submit an original and one copy to the Department at the address in A., above.

If you have all the information for completing the FAR and Closeout report for the grant within 30 days after the grant contract has expired, then you may check both boxes and just submit one set of forms to cover both reports. Have an authorized representative sign the certification section, allowing grant closeout pending the resolution of any audit findings. Submit an original and one copy to the Department at the address in A., above.

**D. Final Cash Request.**

If you have funds remaining on your contract and need reimbursement for costs incurred prior to the contract expiration, submit your final Cash Request as soon as possible after contract expiration, but in no event later than 45 days after the contract expires. Be sure the figures posted on the cash request are consistent with those on the Closeout Report and Final FAR. If the final cash request is not submitted within the 45 days post contract expiration, the Department will disencumber those funds and you will no longer be able to access them. Send an original and one copy to the Department at the address in A., above (see Chapter 9 for the cash request form, known as the FAR).

**E. Unused grant funds**

If you have any unused grant funds on hand, you must return them to the Department promptly and in no event later than 90 days after the contract expires. Make your check payable to the Department of Housing and Community Development and mail it to:

Department of Housing and Community Development  
Accounting Department, Room 415  
Attn: Cashier  
P.O. Box 952050  
Sacramento, California 94252-2050

Include the Return of Funds/Interest cover letter (found as Attachment A in Chapter 9) with the check.

Note that if closeout related administrative costs are to be charged to the grant, closeout must be completed prior to the grant expiration date. Expenditures incurred after the grant expiration date may not be charged to the grant.

**F. Audit, final product, other documents.**

1. The annual audit, conducted in accordance with State and federal requirements (see Chapter 11), will serve as the closeout audit for any grant program completed during the fiscal year audited.
2. If you have a Planning and Technical Assistance grant or other project involving a study or report, you must submit a copy of the final product to the Department by the contract expiration date. All final products must include an acknowledgment on the cover of the document that CDBG funds were used to finance all or a part of the work performed.

**G. Other documentation for Planning and Technical Assistance Grants:**

1. Section 504 Self-Certification Form. If you have a P/TA grant that was awarded prior to the 1998/99 funding round, you must submit this form with the closeout package. If you have a P/TA grant that was awarded in a subsequent funding cycle, this form is a required attachment to the P/TA application and you do not need to submit an additional copy at grant closeout.
2. Notice of Public Hearing. Send a copy of the notice of public hearing that was held at the end of the grant. The purpose of this final hearing is to notify the public about accomplishments funded by the grant.

Depending on the timing of presentation of the final product(s) to the public, a grantee may have more than one public hearing related to completion of the grant. This could occur, for example, if a P/TA grant had more than one activity and the respective final products were presented at separate times to the public. Thus, a series of hearings might have been held prior to the expiration date, to present the final product(s). Since the closeout package is not due to CDBG until 90 days after the contract expires, it is possible that the jurisdiction may have a final hearing to present the closeout package to the public. If this is the case, please send copies of all relevant notices.

3. Procurement documentation. Starting with the 99/00 funding cycle, if applicable, grantees must send documentation of the process used to procure contracted/consulting services to perform all or

part of the grant activity. The required documentation is described in the state contract and in an appendix included with the annual P/TA Application Package.

### **III. COMMON PROBLEMS.**

- Delay in or failure to submit closeout documents to the Department
- Delay in or failure to submit a check to the Department for excess grant payments
- Failure to submit a complete final product for P/TA grants by the contract expiration date
- Failure to provide CDBG funding acknowledgment on final products of P/TA grants

### **IV. DEPARTMENT'S ROLE.**

The CDBG staff will review the closeout package for completeness and to ensure everything necessary to close out the grant has been received. If any monitoring or audit findings are outstanding, staff will work with you to resolve them. When all contract terms have been met and any monitoring findings resolved, the Department will send you a conditional closeout letter. When your audit is received and approved by the State Controller's Office (see Chapter 11), the Department will send a final closeout letter for your grant.

### **V. REFERENCES.**

- State CDBG Regulations, Section 7116, lists the conditions under which a closeout is required and discusses the procedure for closing out a grant.